

NCES/IPEDS Academic Library Survey
Advisory Committee Meeting
June 1999
New Orleans, LA

Thursday, June 24, 2:00-5:30 P.M., Marriott New Orleans, Bonaparte
Friday, June 25, 9:00-12:30 P.M., Marriott New Orleans, Balcony K

Present: Committee Members: Paul DuMont (Thursday only), Jan Kemp, Carolyn Norman (Friday only), Leland Park; Ex-officio: Denise Davis (NCLIS), Pat Garner (Census), Mary Jo Lynch (ALA), Hugh Thompson (ACRL), Jeff Williams (NCES), Julia Glynn (Minutes recorder)

Absent: Julia Blixrud, Ron Naylor

1. Preliminaries

a. Introductions

Attendees introduce themselves.

Mary Jo gives explanation of absences: Julia Blixrud is having surgery next week; Ron Naylor is moving to Tennessee; Paul DuMont will only be at Thursday's meeting as he will be attending the ACRL Board meeting on Friday; Hugh Thompson will be late to Thursday meeting due to travel problems; Carolyn Norman will be attending only Friday's meeting due to travel problems.

b. Logistics

Dinner is at Metro Bistro at 6:30 P.M.

c. Agenda

Revised to move item #7, "Consideration of changes in form for 2000," to the top of the agenda due to Paul's expected absence from Friday's meeting.

2. Consideration of changes in form for 2000.

Pat distributed survey draft incorporating changes discussed at Midwinter. Mary Jo had already distributed document 256 listing "possible changes for the Year 2000" based on discussion at Midwinter. The committee reviewed the questionnaire item by item and made recommendations.

Basic Information (initial pages)

- Page 1: Between items 4d & 4e: Add "Yes" and "No" boxes as in Pat's draft.
- Page 2: There us an error in the section on cartographic materials in Part D. Cartographic materials are not included under Audiovisual Material. Cartographic materials are included in the section on Expenditures (Part C) as part of, "Other Materials."

Note to Patty and Jeff: This page must be revised to cover changes from 1998-2000. I will draft something once these minutes are settled.

- Page 4: Discussion on IPEDS Unit ID numbers: Leland asks what to do about joint academic and public libraries? This was not really resolved but it was noted that Census maintains a list of IPEDS Unit ID numbers, which come from the NCES/IPEDS state data coordinator.

Part A – Number of Public Service Outlets, Fiscal Year 2000

No changes

Part B – Library Staff, Fall 2000

No changes

- Shading on the survey is brought up as an issue. Libraries sometimes copy the form and shading disappears in the process. On the Internet, there can be only boxes to mark, which solves the issue of shading. The committee recommends that the survey be looked at as a whole before it is placed on the web.

Part C – Library Expenditures, Fiscal Year 2000

- Lines 12-16: We agreed that
 - The text immediately above line 12 will read: “Books, serial backfiles, and other materials (one time purchases).”
 - The text immediately above line 14 will read: “Current serial subscriptions and search services (ongoing commitments).”
- Lines 13-15: In the Instructions for both lines (p. 2, col. A) drop the third sentence which now reads, “Exclude expenditures by consortia for electronic access.”
- Lines 16-19: The committee asked that something be done to separate these lines from lines 14-15 as the new heading above line 14 does not apply to them.
- Line 22: Add “t” to “Nework.”
- Lines 20-21: At Midwinter, suggestion was made to join these two lines. This suggestion was not approved by the committee.
- Instruction for Part C: It was agreed to eliminate a possible source of confusion by not repeating the definition for lines 14 and 15 but doing as follows on page 2, column A of Instructions.
 - Paper (line 14) – see definition for line 12 above
 - Microform (line 14) – see definition for line 12 above
 - Electronics (line 15) – see definition for line 13 above

Part D – Library Collections, Fiscal Year 2000

- Information resources are now divided into three sections as indicated by the heading above line 26-29, the heading above 30-31, and line 32.
- Line 30: Revise to read: Current serial subscriptions in paper and microform
- Line 31: After a lengthy discussion, it was decided to confirm the Midwinter decision to drop line 31 for 2000 and to issue a statement from the committee explaining why the item was dropped. Mary Jo will draft a statement for review by the committee and posting on the ORS web page. It will include mention of:

Why we dropped (consistency of reporting issue), other places on the form collecting related information, Tim Jewell's report to ARL.

- It was agreed that after the instructions for column 1 and column 2, the rest of the material should be reordered as on the attached page (Headed, "Attachment D- Library Collections (proposed 6/99)). Major changes were made in the following definitions: current serial subscriptions, volume, paper. Minor changes were made in definition for: unit, title.

Part E – Library Services, Fiscal Year 2000

- Lines 33-38:
Interlibrary Loan provided to other libraries
33 Returnable
34 Non-returnable
35 Total provided (Sum lines 33 and 34)

Interlibrary loans received from other libraries
36 Returnable
37 Non-returnable
38 Total received (Sum lines 36 and 37)
- After line 38: Add a line for: "Documents delivered from commercial services."
- Instructions for the new line are as follows:
Documents delivered from commercial services (line xx)
Report the number of documents from commercial document delivery services received by your users. Count all transactions for which the library pays even if library staff is not involved in the transaction. Include documents received by regular or express mail, by fax, or in electronic form.
- Lines 39-40: We agreed to:
 - Drop line 40.
 - Edit line 39 to read: "Circulation transactions (include reserves)."
 - Drop the definitions of general collection and reserve collection from page 3 of Instructions.
 - Edit the definitions (line 39): Report the number of items lent from the general collection and from the reserve collection. These activities include initial charges. (rest of sentence is same)

Part F – Library Services, Typical Week, Fall 2000

No changes

Part G – Electronic Services

- Add a section called "Consortial Services." Questions would be as follows and would require a Yes or No response:

- (63) Does your state have one or more state subsidized library consortium that provide access to electronic resources?
- (64) Does your library participate in this consortium?
- (65) Is the cost of your library's participation fully funded by the state?
- (66) Does your library participate in any other consortia for access to electronic resources?

3. ACRL Data Collection (Hugh Thompson)

Of the 3,100 requests for participation, the response was about 34% (1,064 replies).

By Carnegie class the responses were as follows:

- 341 Associate degree granting
- 155 Bachelor degree granting
- 316 Master's degree granting
- 252 Doctorate granting

ACRL is in the process of producing a CD-ROM version with a vendor. It will be available on July 1. The printed version will not be available until later.

4. 2000 Survey Plans

NCES is moving ahead with plans for the web-based survey, but it may not be available until 2001. In 2000, the survey may still be collected in the paper format with IDEALS. Once the web version is available passwords will be needed to access data from any institution until a final version is released.

5. Status of peer search program developed by NCES by Sierra Systems (Jeff Williams)

This capability will be available soon and will use the 1998 data without imputation. Peer search tool will be up in MS Access format with an option to convert file to MS Excel. NCES web site is www.nces.gov. To find academic library information go to "Data" then "Post-secondary" and choose options. Mary Jo will send specific URL to committee via email.

6. 1996 EDTABS status report (Jeff Williams)

This document is now ready for adjudication at NCES. There are normally two outside reviewers. Mary Jo may be one of the reviewers this year. Members of the committee were invited to volunteer. Reviewers must send written comments. EDTABS will be sent to reviewers next month. The review meeting is held in Washington DC but out-of-town reviewers generally do not attend these meetings. Once the review is finished, the final report will be posted on the web in .PDF format. It should be on the web site by the end of August and in print by the end of September or early October.

7. 1998 Survey

Status of returns from states (Pat Garner)

Census is very happy with the response rate. It is good compared to previous year. Jeff said it was the best year yet.

Schedule for reporting results (Jeff Williams)

The preliminary file will be completed and edited but not imputed by late August and posted on the web. Imputation has not been scheduled yet. Once that is done, the EDTABS should be ready fairly quickly. However it will not be out by Midwinter.

8. Other surveys and projects that do or could have an impact on IPEDS and ALS
 - a. ARL (reported by Jan Kemp)

Dean of Texas Tech University Library attended the ARL statistics retreat where there was discussion about new directions but nothing was finalized.
 - b. Oberlin Group (Leland Park)

Larry Fry is working on a statement. Budget requirements are due by November. Group is addressing the state consortia issue.
 - b. Staff changes at NCES (Jeff Williams)

Jeff Owings is the new Acting Director. The appointment of Division Director will be made soon and will be made from within.

Mary Jo and Jeff will discuss possibly shortening the length of the meeting for Midwinter 2000 and will send email to the Committee in September or October.

Part D – Library Collections (proposed 6/99)

Books, serial backfiles, and other materials including government documents (lines 26-29)- Report the number of paper volumes and/or titles; microfilm units and electronic media titles.

Current serial subscriptions (line 30) – Report the total number of current serials received including those that are paid for and those received without payment. Include paper & microform government documents issued serially. Do not include any electronic subscriptions.

Audiovisual materials (line 32) – All library materials that are displayed by visual projections of magnification or through sound reproduction, or both, including graphic materials, audio materials, motion pictures, video materials, and special visual materials such as three-dimensional materials.

Volume (line 26) – Any printed, mimeographed, or processed work contained in one binding or portfolio, hardbound or paper bound, which has been catalogued, classified, or otherwise made ready for use. Include any government documents that are accessible through the library's catalog regardless of whether or not they are separately shelved. This includes documents for which records are provided by the library or downloaded from other sources in to the library catalog. If you have not kept a volume count for government documents, please use the following guidelines from the ARL Statistics: "if a volume count has not been kept, it may be estimated through sampling a representative group of title records and determining the corresponding number of volumes, then extrapolating to the rest of the collection. As an alternative, an estimate may be made using the following formulae: 52 document pieces per foot: 10 'traditional' volumes per foot; 5.2 document pieces per volume."

Title (lines 27 and 29) – A publication which forms a separate bibliographic whole, whether issued in one or several volumes, reels, disks, slides or parts...*(no change in rest)*

Unit (lines 28 and 32) – *No change in rest.*

Paper (line 26, 27, and 30) – Materials produced by making an impression with ink on paper.

Microform (lines 28 and 30) – Report the number of units of photographic reproductions of textual, tabular, or graphic materials reduced...*(no change in rest)*

Electronic (lines 29 and 31) – Report the number of titles of materials that are considered part of the collection, whether purchased or leased, such as CD-ROMS, magnetic tapes and magnetic disks, that are designed to be processed by a computer or similar machine... *(no change in rest)*